

Residencies

Inter-arts

About this grant	2
How to apply	3
Eligibility	5
Assessment and review	9
Grant conditions	11
Completing your application	14
Support materials	15
Application form	18

ABOUT THIS GRANT

Grants for artist-initiated residencies are offered by the inter-arts office.

Closing date: 1 May 2008

Decisions advised: July 2008

Projects may start: 1 August 2008

About this category

The inter-arts office will consider artist-initiated residency proposals from artists creating work through interdisciplinary and hybrid arts.

Applications are encouraged from artists in all states and territories, regardless of where the residency takes place.

Artists working in media arts should also consider the range of studio residencies offered by the visual arts board, the literature board and the ABC national radiophonic residency offered by the music board.

Artist-initiated residencies

Artists may propose residencies with a host of their choice to the value of \$20,000 per residency.

Residencies of three months or more will be considered for funding by the inter-arts office. Residencies longer than three months may be negotiated at the discretion of the artist and host within the funding constraints of the program.

Who is eligible to apply?

Inter-arts residencies are open to individuals. To be eligible, you must meet the [general eligibility requirements](#).

What are the selection criteria?

Applications must demonstrate:

- the calibre of the artist (primarily assessed on the basis of examples of previous work and artist CV)
- the potential for the residency to contribute to the applicant's professional development and their work in interdisciplinary and hybrid arts
- the ability to participate in consultative and collaborative situations
- evidence that the project proposed for the residency period is well planned and achievable.

Before applying, applicants should contact staff for an application form, which includes guidelines, eligibility requirements and selection criteria.

What should you submit?

You must submit the [required support material](#) in addition to the application form.

HOW TO APPLY

Before you apply, please ensure that you:

- read about eligibility, support material and how we process your application
- identify the grant category best suited to your proposal
- check that you are eligible to apply to the category, review the selection criteria, and check the application closing date, the decision notification date and the project start date.

Then complete and lodge the attached application form with the correct support materials. A copy of the application form is part of this grant information pack. You can download application forms separately from www.australiacouncil.gov.au/grants/ or request them from the Australia Council.

T: 02 9215 9000 (Sydney)

Toll-free: 1800 226 912 (outside Sydney)

Toll-free: 1800 659 291 (voicemail only)

E: mail@australiacouncil.gov.au

Address: Operations section
Australia Council for the Arts
PO Box 788
Strawberry Hills NSW 2012

When your application form is completed, submit one original and one single-sided copy, along with the required support material specified in the grant category, by the closing date. You should also keep a copy of your application for your own records.

Applications must be submitted either on the standard application form or strictly conform to the style, format and length of the standard form. Applications must be typed or handwritten in black ink.

Please ensure that you sign the application form and where appropriate, ensure the application form is signed by the administering person or organisation.

Application closing dates

Applications must be postmarked or received at the Australia Council by the relevant closing date. If the closing date falls on a weekend or public holiday, the application must be postmarked or received no later than the next working day.

Applications hand-delivered to the Australia Council will only be accepted at the reception desk and must be received by the closing date between 9 am and 5 pm.

Required support materials

Support material is material submitted with your application that is used to assess your proposal. Required support material must be submitted with your application by the closing date.

Specific support material is required for each grant category. You should refer to the individual requirements for each board or section. If you are not sure what support material you need to submit, please contact the Australia Council before submitting your application.

Please ensure all support material is marked clearly with your full name and address and is supplied in the same envelope or package as your application.

Any material supplied in addition to the required support material will not be considered in the assessment of your application. You must adhere to item limits for support materials. If you do not, staff will select the first items up to the specified limit – for example, the first five pages of a script or the first three tracks of a CD.

Your application will be ineligible if you do not include the required support material with your application. All ineligible applications are returned to you.

Please note: The Australia Council requires you to give it a non-exclusive licence to reproduce, for grant assessment purposes only, support material for which you own copyright. If you submit support material for which you do not own copyright, you will need to obtain a non-exclusive licence from the copyright owner covering use of the material in your application and its reproduction by the Australia Council for grant assessment purposes.

Out-of-time applications

In exceptional circumstances, the Australia Council may consider grant applications outside the advertised closing dates to some categories. Out-of-time applications may only be made for significant international activities or by artists with a terminal or debilitating illness. Some areas of Council do not accept out-of-time applications and others place limitations on the types of out-of-time applications they will accept. Please check the relevant artform area.

Out-of-time applications represent a small percentage of all applications received by the Australia Council and consent to apply out of time is rarely given.

You must contact the Australia Council to establish whether your activity is eligible for out-of-time consideration.

You will be asked to write to the relevant director or manager to obtain permission to apply out of time, explaining:

- why the application could not have been submitted by the advertised closing date
- why or how it might be a significant loss for cultural development if the project were not to proceed.

You should also indicate the grant category and how the proposal would meet the purpose of that category. If in doubt about the category, you should contact Australia Council staff.

A one-page curriculum vitae for each artist involved in the project and letters of confirmation of their involvement should be included with your request.

In considering your request, the relevant director will take into account:

- your written explanation
- whether the proposal meets the purpose of the category
- whether approval of a grant under these guidelines would set a precedent and have unreasonable implications for future grant decision-making and policy development
- whether there is sufficient time for assessment of your application prior to the commencement of the project.

If your request to apply out of time is allowed, we will send an application form to you and you will be required to submit the application by a nominated date in accordance with all standard application procedures.

Staff will determine when members will assess your proposal and whether or not the entire board or committee will assess it. Out-of-time applications will be assessed by at least two board or committee members, including the chair where possible.

Based on this assessment, the director will make a final decision using authority delegated by the Australia Council. Board or committee members are notified of all decisions made in this way.

Decisions on out-of-time applications normally take at least four weeks from the date the application (not the request for consideration) is received.

Out-of-time applications count as one of the two applications that individuals, groups or organisations may make each year.

ELIGIBILITY

Who can apply?

The Australia Council will assess all applications that meet both the general eligibility requirements described below and the specific eligibility requirements for each grant category. Please contact us if you are in doubt about your eligibility.

Individuals, groups and organisations can apply to the Australia Council for funding. Individuals must be Australian citizens or have permanent resident status in Australia. Proof of citizenship or residency may be required.

Applications may be accepted from non-Australian individuals or organisations for projects that meet the purpose of the category and mainly involve artists or artworkers who are Australian citizens or permanent residents.

Individual applicants must be practising artists or arts workers. While they may not regularly earn income from their practice, they must be identified and recognised by their peers as practising artists.

Groups of individual artists who join together informally to collaborate in the creation, development or presentation of work may apply for funding as a group, but only to grant categories open to individuals. Groups must either nominate a member of the group to take legal and financial responsibility for the grant (should one be offered) or arrange for it to be administered by a legally constituted organisation (see below).

The Australia Council requires that organisations be registered under law (for example, incorporated association, company limited by guarantee) or created by law (for example, a government statutory authority).

Organisations that are not legally constituted are not eligible to apply for funding to grant categories open to organisations only. Organisations may be required to provide a certificate of incorporation or evidence of their current legal status.

Aboriginal and Torres Strait Islander people are encouraged to apply to any relevant grant program offered by the Australia Council, as well as to the Aboriginal and Torres Strait Islander Arts Board.

How often can you apply?

In general, individuals and organisations may submit two applications per calendar year. However, the following restrictions apply:

- You cannot submit two applications to the same grant category at the same closing date.
- Some grant categories have restrictions that limit when applicants can reapply.
- If you received a key organisations multi-year or community partnerships key producers grant in 2006 or 2007, and have been funded for activity in 2008 or 2009 then you can submit one other application per year to the Australia Council for the period of your funding.
- If you are in receipt of a key organisations multi-year or community partnerships key producers grant, you cannot submit an application for a key organisations multi-year grant during the period of your funding.
- If you received a fellowship from any board after 1995, you are not eligible to apply to this category again.

If you are a multi-arts organisation you may be eligible to submit more than two applications per year to the Australia Council; refer to the eligibility requirements below.

Universities have multi-arts status and do not need to seek approval to make up to five applications. Universities and local governments may place two applications to the same grant category at the same closing date if these applications are from clearly distinct areas within the university or local government.

Links to major performing arts companies

The Australia Council recognises that there are desirable and potentially beneficial links between artists, groups and the major performing arts board (MPAB) companies that are supported by the Australia Council.

The 29 major performing arts board companies currently operate under conditions defined by the major performing arts inquiry and the resulting injection of resources.

Proposals from organisations or individuals which are to be submitted to other areas of the Australia Council, and which involve MPAB-funded companies, must be discussed with MPAB staff well in advance of the relevant closing date, as MPAB companies cannot be major beneficiaries of these applications. The MPAB company will be deemed to be a major beneficiary if it has overall artistic control of the development or presentation of the work that is the subject of the funding application.

Multi-arts organisations

Many of Australia's arts organisations are involved in the presentation, creation, development, support and service of arts activity in more than one definable artform. The Australia Council is keen to ensure that multi-arts organisations have an opportunity to apply to relevant areas of the Council. Therefore, these organisations may be eligible to make up to five applications per year provided the executive director of Arts Development gives prior approval.

Multi-arts status is awarded for a calendar year only. Organisations previously granted multi-arts status must reapply each year. Organisations that can demonstrate a history of service over several years to artists from a range of different artforms and practices are eligible to apply for multi-arts status.

Applications from subsidiary bodies of universities, such as faculties, departments and schools that do not have an independent legal status, will be deemed to have been made by the parent university. Universities should be aware of, and coordinate, applications from their constituent bodies. In recognition of this limitation, universities have multi-arts status and may submit up to five applications per calendar year to the grant categories.

Applications from local government bodies will be deemed to have been made by the parent local government. Local governments should be aware of, and coordinate, applications from their constituent bodies. Local governments are subject to the two-application limit but may be eligible to apply for multi-arts status.

Organisations must seek approval from the executive director of arts development to make multiple applications in the calendar year. Requests may be made by email and should be submitted at least four weeks prior to the first closing date of the grant category to which the organisation intends to apply in that calendar year.

Requests for consideration for multi-arts status should provide the following information:

- the organisation's history of service to artists from a range of different artforms and practices
- an outline of the projects, identifying the relevant boards and categories (and their closing dates) to which the organisation would like to apply
- for each proposed application, why the proposal could not be submitted as part of the standard two applications per year requirement
- the advantages to the artists involved by working through the organisation.

The executive director will inform organisations whether their request to submit specific additional applications has been approved. Except for universities, multi-arts status is not ongoing.

For further information on multi-arts status, please contact the manager, operations, on 02 9215 9027, or c.watts@australiacouncil.gov.au

Ineligible applications

The Australia Council does not redress errors in applications. If they are eligible, applications are assessed as they have been submitted.

Your application will be considered ineligible, and returned to you, if:

- you do not meet the eligibility criteria for the grant category to which you are applying
- you have not applied on a 2008 application form for the relevant grant category or it does not strictly conform to the style, format or length of that application form. It is your responsibility to ensure that you complete the correct application form. Any pages exceeding the specified length will be removed and will not be assessed
- you have not included all the required information and support material specified for the category to which you are applying
- you received a grant, or administered a grant, from the Australia Council in the past and that grant has not been satisfactorily acquitted
- you owe money to the Australia Council
- you are a member of the peer body making the grant decision
- you have listed a member of the peer body making the decision on your application as the sole or major beneficiary of your project
- it includes requests for funding for activities that have already occurred or will occur before the published start date for the category to which you have applied
- it is sent by fax or email
- it is postmarked or hand-delivered after the closing date (except when the closing date falls on a weekend or public holiday, in which case applications must be postmarked or hand-delivered by the next business day).
- it is for one of the activities that the Australia Council does not fund (see below).

Activities not funded

The Australia Council's budget represents a small percentage of all cultural funding in Australia. There are many activities that are beyond the scope of Australia Council funding, regardless of merit.

The Australia Council does not accept applications for the following:

- projects or activities that do not involve practising artists or artswokers
- projects or activities that do not have a clearly defined arts component
- major capital expenditure, including the purchase of real estate, the purchase and refurbishment of buildings, and purchase of major equipment and vehicles
- equipment (for example, musical instruments, computers, videos, photographic or printing equipment) except where such equipment is essential to artists creating new work as proposed in the application
- initial arts training or initial study in government or private institutions in Australia or overseas, and research or studio work that will be offered for assessment in such courses
- tertiary course costs or projects where participation in a tertiary course in Australia is the main focus of the proposal (for example, a thesis, artwork for assessment, payment of academic wages, creation of teaching resources). Some boards or sections may support travel and associated costs for professional artists to attend exceptional courses or programs not offered in Australia. For these proposals, applicants must speak to a program officer of the appropriate board or section to determine if the activity will be considered
- administration or infrastructure costs for academic conferences
- the core costs of organising and running a competition, prize, award or fundraising event (for example, jurors' expenses, administration and infrastructure costs)
- works and activities that are primarily for instructional or technical purposes.

Further restrictions may apply to specific categories, please check grant category information before applying.

Competitions

The Australia Council recognises that some Australian competitions have gained national and international reputations. They have played an enormous role in raising the profile of the arts and have offered significant career opportunities for artists. However, the Australia Council is currently unable to provide recurring core support to competitions. We will continue to consider support for competitions by access through project grants for particular activities and, where relevant, for strategic initiatives (which might include support for education programs).

ASSESSMENT AND REVIEW

Acknowledgement of application

You will receive an acknowledgement from the Australia Council within six weeks of the closing date. The acknowledgement will include your application number, confirmation of the category to which you have applied, and the date by which additional support material must be submitted.

Please quote your application number when you contact the Australia Council about your application.

The acknowledgement is sent out before your application is checked for eligibility. Please see below for information on the eligibility check.

Eligibility check

Staff will check that your application is eligible according to the general eligibility requirements and the eligibility requirements for the relevant grant category.

If your application is ineligible, you will be advised of the reasons for this and your application will be returned to you.

Decision-making

Peer assessment and decisions at arm's length from the Australian Government are fundamental tenets of the Australia Council's structure and decision-making process.

Grant applications are assessed and policies determined by peers, defined by the Australia Council as people who, by virtue of their knowledge and experience, are equipped to make a fair and informed assessment of artistic work and grant applications.

Assessment of your application

Your application will be assessed against the published selection criteria for the relevant grant category.

Assessments of applications and grant decisions are made primarily on the basis of the information supplied by you in your application and accompanying support material. Those making the decisions may also take into account information from other sources, such as:

- their attendance at performances and other events
- reports from members of the register of peers who may be asked to provide formal assessments of designated works
- reviews, videos and recordings, referee reports and other material
- any previous Australia Council grant acquittal reports and performance agreements you may have completed
- communication with state and territory arts agencies.

While your application may meet the stated selection criteria, you are not guaranteed a grant. The Australia Council receives many more applications than it can support. The success of your application rests ultimately on the merits of your proposal against published criteria and in competition with all the other applications considered for funding. Even if successful, your application may not be funded to the amount you have requested.

Conflict of interest code

The Australia Council's conflict of interest code ensures that any conflicts of interest, whether actual or perceived, do not influence discussion about, or decisions on, grant applications. The Code requires that grant applications be deemed ineligible when a member of the peer body making the grant decision is also the applicant or is the sole or major beneficiary of the grant through a third party.

The Code requires that members of the Australia Council, its boards, committees, advisory bodies, peers drawn from the register of peers, and staff disclose any actual or perceived conflict of interest in any matter to be considered at any Australia Council meeting in which they are formally involved.

Members and staff are obliged to disclose their interests (actual or perceived) before the relevant assessment meeting. Depending on the nature and extent of the conflict, they may be required to leave the meeting while the matter is discussed and a decision is made. Their disclosure and departure from the meeting is formally recorded in the minutes of the meeting and such members do not assess the identified application.

Members of boards, committees and advisory bodies have an obligation to maintain a high standard of conduct, acting with integrity, objectivity and independence at all times and to avoid any conduct that might be regarded as disreputable.

The role of Australia Council staff

The role of Australia Council staff is to:

- provide information and advice to the Council, its boards, committees and advisory bodies to assist their determination of policy and their assessment of grant applications
- provide information to potential applicants for grants
- administer and monitor grant categories to enable a flexible, fair and efficient assessment of applications in the interest of both the decision-making peers and the applicants.

Australia Council program officers do not decide whether an application is successful or not. Any information you receive from Australia Council staff should be seen as information only—you should not alter your circumstances or act upon expectations arising from such information.

The Council has delegated authority to certain senior staff to make grant decisions:

- on out-of-time applications within prescribed limits
- in relation to activities and strategic initiative programs which have been approved at Council, board or committee meetings. These are subject to compliance with the budgetary framework and processes approved by the Council.

The Council, or the relevant board, committee or advisory body, receives reports of all grants approved in this way.

Notification of grant decision

Please do not contact the Australia Council to find out if your grant application has been successful. Notification dates for grant decisions are advised under each grant category. You will receive a formal letter by post notifying you of the outcome of your grant application by this date.

Please inform us promptly of any change of address or contact details.

Getting a funding decision reconsidered

If you have reason to believe that the proper process of assessment was not followed for your grant application or other funding proposal, you may request that a funding decision be reconsidered.

You can request reconsideration only on the following five grounds:

1. The person(s) making the decision failed to take into account material that was relevant to the decision as part of the assessment process. For example, the person(s) making the decision did not consider all the required support material submitted with your application or proposal.
2. The person(s) making the decision considered material that was irrelevant to the decision. This includes discriminating against you on grounds of your race, colour, descent, national or ethnic origin, sex, marital status, sexual orientation, physical or intellectual impairment, religious belief or any other similar basis irrelevant to the decision.
3. The preparation of your application or proposal was adversely affected by incorrect or misleading advice given by staff of the Australia Council or by members of the Australia Council, its boards or committees.

4. The person(s) making the decision had a conflict of interest, such as a direct or indirect financial interest, or a personal interest, in the outcome of your application or proposal resulting in a decision based on matters other than the merits of the application or proposal.
5. The person(s) making the decision took account of a matter adverse to your application or proposal—outside the matters outlined in this publication under 'How we process your application'—without bringing that matter to your attention and inviting your comment on it.

Your request for a review of the decision-making process must be made in writing to the secretary of Council and must be received within 28 days from the date of the letter notifying you of the decision about your application or proposal.

To be eligible, your request must state the ground(s) on which you believe your application or proposal was not properly assessed and give your reasons for claiming that ground. The secretary of the Australia Council checks requests for review to ensure they are eligible to proceed to the decisions review committee. For your request to be eligible, the reason/s you state must be relevant to the ground/s for review that you have claimed. If your request is found to be ineligible the secretary of the Australia Council will advise you in writing of the reasons for that decision.

The Australia Council's decisions review committee only assesses eligible requests. Its function is to review the decision-making process for a particular funding decision to ensure that correct procedures have been followed, not to reconsider the merits of an application or proposal.

GRANT CONDITIONS

Grant agreements

If your application is successful, you will receive a letter offering you a grant. This letter contains an agreement with the conditions of your grant and represents the Australia Council's contract with you. Payment of a grant will not be made until you have accepted the grant and the agreement has been signed by all the relevant parties.

You should not start a project that depends on a grant until an agreement has been signed by all relevant parties.

Standard grant conditions require you to, among other things:

- seek prior approval for making a change to a funded project (for example, changes in the activity budget; changes to key creative personnel; or changes to start or end dates)
- respond to requests for information about the project or grant
- satisfactorily account for how the grant is spent (if you do not you will be required to return all monies for which you cannot satisfactorily account)
- comply with all applicable laws
- acknowledge the Australia Council's support in all promotional material associated with the project; this includes use of the Australia Council's logo and a standard text of acknowledgement available from www.australiacouncil.gov.au/logo
- provide artistic and financial acquittal reports at the end of the project
- return any unspent grant funds at the completion of your project or on notice from us to return such unspent funds.

Grant agreements must be signed by a legal entity—either a legally constituted organisation or an individual. For unincorporated groups, see the section on administered grants.

All grant recipients (or their administering body) must have an ABN unless their grant activities are GST-free.

Grant acquittal

Acquitting a grant means accurately reporting on the funded activities and the expenditure of Australia Council funding. An acquittal report, providing artistic, statistical and financial information is required on completion of your project.

Acquittal is a formal condition of funding. If you do not provide a satisfactory Acquittal Report at the times and in the manner detailed in your funding agreement the Australia Council will not make any further payments that may be due to you, and you will be ineligible to apply for further grants.

The Australia Council may ask you to pay back all or part of the funding provided to you. The Council may take action to recover any unspent or misspent funding as a debt due and payable to us

Acquittal reports are used by the Australia Council to fulfil obligations of accountability to the Australian Government. They are also essential to the development work of the Australia Council. The reports help us evaluate the achievements of funded activities, monitor the effectiveness of grant categories and ensure our policy development is consistent with the experience of artists in the field.

No guarantee of ongoing funding

Except where specified, approval of any grant to an individual, group or organisation does not commit the Australia Council, its boards or committees to any future funding of that individual, group or organisation. Funding will be awarded to those who best meet the selection criteria within the amount of funds available.

Payment of artists

The Australia Council aims to ensure that artists employed as a result of a grant receive pay and conditions appropriate for their work and professional skills. Pay scales and conditions may be prescribed by legally binding industrial awards and agreements, such as those monitored by the Media, Entertainment and Arts Alliance (MEAA). In other cases, arts industry organisations such as the Australian Writers' Guild, the

Australian Society of Authors and the National Association for the Visual Arts have recommended appropriate industry standards. Where an industry standard clearly applies, applicants are expected to meet those rates of pay.

Administered grants

Groups/ensembles, unincorporated associations and other bodies with no legal status are required to nominate either a member of the group/ensemble or a legally constituted organisation to take legal and financial responsibility for the grant should one be given.

An administering body is responsible for providing a financial report once the project is completed. It is not responsible for the artistic direction or the artistic quality of the funded project.

Examples of legally constituted organisations are incorporated associations, incorporated Aboriginal associations and companies limited by guarantee.

Grant applicants must enter into a written agreement with their administering body, setting out the respective rights and responsibilities of both parties in relation to the grant's administration and financial acquittal. The agreement should also contain a dispute resolution clause setting out procedures to be followed in the event of a disagreement between the parties.

An organisation may be the administering body for as many Australia Council grants as they see fit. Administering bodies may make grant applications in their own right, and the grants they administer on behalf of others do not count as part of the two applications that may be submitted in a given year.

Please note: Both the applicant and the administering body will be considered responsible for unsatisfactorily acquitted grants and neither will be eligible to lodge further applications until all grants have been satisfactorily acquitted.

For more on administered grants visit

www.australiacouncil.gov.au/grants/how_to_apply/administered_grants

Childcare costs

The Australia Council recognises that childcare needs may impede access to employment in the arts. Accordingly, childcare is a legitimate expense in an applicant's budget.

Volunteer costs

Out-of-pocket expenses for volunteers in regional and remote areas, such as telephone calls or petrol for travel, are recognised as legitimate expenses and may be included in an applicant's budget.

Costs for activities in regional locations

The Australia Council encourages applicants whose projects will take place in regional and remote locations to budget accurately and realistically, as it is recognised that costs may differ between regions and major cities.

Taxation and grants

Grants paid by the Australia Council may be considered part of your income in a financial year and may be subject to tax. You must determine your own taxation liabilities. We suggest you consult your financial adviser or contact the Australian Taxation Office on 13 28 66 or consult its website at www.ato.gov.au

If you are GST registered when you receive an Australia Council grant, the Australia Council will pay the grant amount plus GST (where required). The budget given in your application should be exclusive of GST.

If you are not GST registered, your budget should include GST as this is part of the cost of the project.

Freedom of information

The *Freedom of Information Act 1982* (FOI Act) enables applicants to request documents held by the Australia Council. We do not release documents that would harm the personal or business activities of any applicant, person or organisation.

If you want access to documents under the FOI Act you must make a formal application in writing to the Australia Council. Charges may apply.

Privacy

The information provided in grant applications is used when processing and assessing applications. Some of the information from applications may be used for training and system testing by Australia Council staff.

To help promote the Australian arts, the Australia Council distributes information concerning successful grant applications to the Australian and state and territory governments, and to media representatives and the general public. It also publishes this information in its Annual Report and on its website.

We treat all personal information provided in support of an application in accordance with the *Privacy Act 1988*.

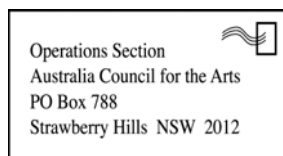
Rights and responsibilities

In accordance with the *Australia Council Act 1975*, the Australia Council upholds the right of people to freedom in the practice of the arts. In so doing, we provide grant support to a large number of individuals, groups and organisations working in and with a range of communities. Our support does not imply or determine that we endorse the views of the artists or participants involved in funded activity. Australia Council grant recipients are required to comply with all applicable laws and their activity should not have the effect of bringing the Australia Council into disrepute.

COMPLETING YOUR APPLICATION

- You have answered all the questions on the application form.
- You have checked that the proposed project's starting date is not before the project commencement date specified on the application form.
- You have signed the application form and, where relevant, the administering person or authorised person from an organisation has also signed the application form.
- You are submitting the original copy AND one single-sided high quality photocopy of your application form **without staples or binding and not in a folder**. If necessary, use paperclips to keep loose pages together.
- Your application form is typed or printed in black ink on one side of the page only and is on white A4 paper.
- You are including in the same envelope or package as your application form, copies of all the required **support material** for the category to which you are applying.
- You have **kept a copy** of your application for your own records.
- You have put your name at the top of all pages of the application form.
- You have ensured that there are no outstanding acquittal reports for previous Australia Council grants. **If there are outstanding acquittal reports, your application will not be eligible.**

Send your application to:



**Operations section
Australia Council for the Arts
PO Box 788
Strawberry Hills NSW 2012**

Note: Applications postmarked after the closing date or applications received by fax will not be eligible; nor will applications that do not have all required support materials attached. If the closing date falls on a weekend or public holiday then the application must be postmarked by the next working day.

SUPPORT MATERIALS

For your application to be eligible for consideration for funding, you must include the required support material described below with your application. Please provide only one copy of all required support material.

All categories

Applications to all categories must include:

- A summary of curriculum vitae of all people involved
- Examples of previous work
- Confirmation letters where appropriate.
- Applicants also have the option to include support letters.

These items are explained below, except for confirmation letters - see 'Support material before the assessment panel meeting'.

Curriculum vitae

Applicants must provide a summary of the CVs for each of the principal artists/artworkers in the application. This summary must not exceed two A4 pages – excess pages will not be assessed.

Examples of previous work

Applicants must provide examples of previous work. These examples must be selected with the purpose of the category in mind. Examples of previous work submitted as sound or movie files, photo files or text will be distributed to the assessment panel members before the assessment meeting. It is strongly recommended that, where possible, applicants transfer their material into these formats.

All applicants must submit one example of previous work in a format listed below:

- Five A4 pages of text
- Five minutes of video on DVD or CD-ROM (mp2 or QuickTime coded in PAL format preferred)
- Five minutes of audio CD
- Five Microsoft PowerPoint slides of still images (photographs or slides) on CD-ROM
- Five pages of other printed matter (including publications, brochures, etc).

Support letters (optional)

Applicants may submit up to three different support letters of no more than one A4 page each from peers in the field, organisations, communities or other people relevant to the project. These letters can include comments supporting the application or can more fully describe resources being provided by a third party. For example, a mentor proposed in an application might provide a description of what they can offer and how they see a mentor relationship working. The applicant must ensure that support letters are submitted by the closing date, otherwise the assessment panel will not consider them.

Support material before the assessment panel meeting

For your application to be eligible for consideration for funding, you must submit the following support material before inter-arts assessment panel meeting.

The date that this material must be received will appear in the letter or email acknowledgment of your application.

All applicants must provide letters:

- From the proposed hosts confirming arrangements, timing and available facilities for the artist residency projects
- Confirming venues or sites when their proposal involves the public presentation of a work
- Confirming the names and availability from any other artists involved in their proposal
- Confirming relevant organisations or institutions in Australia or overseas relating to their proposed activities.
- For applications involving community groups, a letter of support confirming the community's full understanding of the proposal and willingness to work with the nominated personnel.

- The assessment panel will be informed of these confirmations but may not see the letters.

In line with the National Aboriginal and Torres Strait Islander arts policy and its underpinning principles, the Australia Council requires that applications for projects containing representations of artistic/cultural practice or intended outcomes relating to Aboriginal or Torres Strait Islander artists or communities must provide letters from relevant communities or artists. Letters must show clear evidence of support and agreement for the activities undertaken. In preparing your application, you may wish to consult the [Indigenous protocol guides](#) in song, performance, writing, media arts and visual arts.

File formats

Support materials can be submitted in the following digital formats:

Audio files – .mp3 (128 - 44.1kb/s)

Images – .jpg (80 per cent quality)

Video – .mpg

Documents – .pdf

Important information

Any material supplied in addition to the required support material will not be considered in the assessment of your application. If you need assistance in determining the support material you are required to submit or when it must be submitted, please contact Australia Council staff.

